Sanctuary Breaks

Trustee or Advisor with Property Management and/or Small Business experience

Sanctuary Breaks was registered as a charity in August 2023. The purpose of the charity is to make it possible for refugees and people seeking asylum to access the Gloucestershire countryside for respite breaks and engagement with local communities. We have been very successful in this project, partly as a result of having free access to a lovely house and a large garden within the village of Amberley, in a secluded and delightful location. Hill House has been made fit for purpose specifically in relation to hosting forced migrants, in order to provide a sense of safety, welcome and 'home'. As far as we know, there is no other house in a rural area similarly dedicated to the support and well-being of refugees and people seeking sanctuary, providing short respite day-time or residential breaks.

The Community Interest Company, *Hill House Retreats*, manages lettings of the property when it is not in use for hosting refugees, in order to create an income that will maintain the property and continue its management. In effect the CIC *Hill House Retreats* is a trading arm of the CIO *Sanctuary Breaks*. The charity employs one part-time worker (we are hoping soon to extend the staffing capacity, and the house and CIC are managed on a voluntary basis.

It is a very exciting time for the charity's future, opening up a huge number of possibilities. The charity has recently been offered the gift of ownership of the house, in order to continue to develop its work. The 7 current trustees are excited but do not feel they have all the expertise required to consider all the implications of this extraordinary offer. In particular we feel the need to find people with more knowledge or experience than we currently possess between us in the areas of

property management,
legal (especially relating to property ownership)
business & trading

We therefore seek additional trustees who have such expertise and who would also share enthusiasm for the vision and mission of the charity and help us to make the most of the opportunity before us.

For more information, see our website at https://sanctuaryhillhouse.co.uk

If you think you've got what we're looking for, contact Kate at katesanctuatybreaks@gmail.com

Background Information: the role of Trustee

Our trustees are responsible for controlling the administration and management of the charity in accordance with its constitution. The Board comprises the chair, treasurer and 4 – 7 appointed trustees.

The role of the Board of Trustees

At its simplest, the role of the trustee board is to receive the assets of the charity, safeguard them and apply them for the charitable purposes as declared in the objects of SB. The trustee board must always act in the best interests of SB, exercising the same duty of care that a prudent person of business would in looking after the affairs of someone for whom he had responsibility. The trustee board must act as a group and not as individuals. We aim to do this by sharing the values of SB and being involved in its growth and activities and much as we are able.

Our trading arm Hill House Retreats CIC is managed by its own Board of Directors. It reports regularly to SB Trustees, has at least one SB trustee on its Board, and the SB Trustees also advise and make requests and recommendations of the CIC
As trustees, we aim to carry out our duties with compassion and commitment

Minimum time commitment

Trustees are expected to attend an induction session at SB prior to their first board meeting. Board meetings are held six times a year, and trustees are expected to attend all board meetings. One meeting each year may be allotted to strategic planning, an all-day event. The other five meetings last 1.5 hours and are currently alternately online and in-person at Hill House in Amberley. They may also be attended by a wider advisory panel.
Papers are distributed one week in advance of meetings.

In between Board meetings, there are Working Groups of 2-3 trustees who work on specific aspects of the charity's governance to research and prepare proposals to bring to Board meetings and to implement decisions the Board has made. These groups meet as agreed by their members and entail mainly working from home in your own time as convenient. All trustees are expected to be a member of at least 1 working group.

Trustees will also be invited to an annual general meeting (AGM) of Trustees

Trustees may claim out of pocket expenses incurred in travelling to meetings.

Duties of a trustee board member

- Ensure that SB complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations
- Ensure that SB pursues its objects as defined in its governing document
- Ensure SB applies its resources exclusively in pursuance of its objects, ie it must not spend money on activities which are not included in the objects, however worthwhile they may be
- Contribute actively to the board of trustees' role in giving firm strategic direction to SB, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets

- Safeguard the good name and values of SB
- Ensure the financial stability of SB
- Protect and manage the property of SB and ensure the proper investment of SB's funds
- Support the volunteer CEO and monitor her performance.
- Ensure that the set of charity policies are complete and that policies are kept under review and updated

Person Specification.

The role of Trustee requires:

- A commitment to the vision, purpose and values of the Charity
- A willingness to devote the necessary time and effort
- Integrity

The following skills are also required and bring a trustee is a great way to develop these skills:

- Strategic vision
- Independent judgement
- An ability to think creatively
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team and to take decisions for the good of the Charity